

**PREPARATION OF YOUR PAPER FOR THE PROCEEDINGS OF
'2ND INTERNATIONAL PLANETARY PROBE WORKSHOP',
AUGUST 2004, USA**

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ABSTRACT

The Proceedings will be published after the workshop. **Authors are requested to submit an electronic version (in unlocked pdf or Word 2000 format) by August 6, 2004. A camera-ready copy should be submitted at the workshop registration.**

The following are instructions for preparing the paper. **Each submission should resemble these instruction sheets in format and style.** Start with a concise Abstract (limited to 15 lines or 150 words), which summarizes the contents of the paper.

1. GENERAL SPECIFICATIONS

The paper must be prepared in two-column format and **should not be longer than:**

**12 pages for Invited papers,
8 pages for Contributed papers,
6 pages for Poster papers.**

2. PAGE LAYOUT

- Paper format: standard A4 or U.S. letter size;
- Two-column format (3.14 in/8 cm each)
- Fully justified.

Paper format:	US LETTER	
Unit:	Inch	cm
Margin LEFT	0.90	2.29
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Margin TOP	1.00	2.54
Margin BOTTOM	1.25	3.175

Font:

Text: Times New Roman
Variable: Times New Roman italic
Symbol: True Type Symbol font
(**Type 1 fonts only**)

Type Size:

Paper title: 12 pt bold (**TITLE**)

Author(s): 10 pt bold (**Author**)
Affiliation(s): 10 pt italic (*Affiliation*)
Normal text: 10 pt (regular text)
Text in tables: 9 pt
Symbols: 10 pt (□ □ □)
Sub/super-script: 7 pt (x^y)

For Latex users, a set of macros is available on the ESA Publications website:

[http://esapub.esrin.esa.it/conference/
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3. TITLE and AUTHOR AFFILIATION

The paper title, author(s) name(s), affiliation, complete mailing address and email should be centred at the top of the first page using the fonts and type sizes indicated above. If there are several authors, the complete affiliation should be given for each of them using superscripts⁽¹⁾ in the authors⁽²⁾ list⁽³⁾ to refer to them.

4. HEADINGS

This sheet has been typeset in accordance with the style to be followed for the headings. Use the decimal system in Arabic figures for the numbering of headings and subheadings. Major (or section) headings are to be in capitals without underlining.

4.1 Subheadings

Subsection headings are to be in lower case with initial capitals. They should be flush with the left-hand margin.

5. EQUATIONS

Equations are to be numbered consecutively throughout the paper. Each equation number must be unique. Equations should be centred, with the equation number in parentheses, flush with the right-hand margin of the column.

Leave a blank line before and after equations. Always refer to equations by number, as Eq. 1 or Eqs. 3-6, not as “above” or “below”.

$$T_s = \frac{T_b}{1 + (\frac{T_b}{T_s}) \ln \frac{T_b}{T_s}} \quad (1)$$

6. FIGURES AND TABLES

Responsibility for the provision of high quality figures resides with the author. Figures will be printed in black and white (**NOT color**). Remember that detail and contrast are lost in printing, so please ensure the illustrations are of good quality and contrast. In line drawings, please avoid shading.

Figure captions should be below the figures; table captions should be above the tables. Use the abbreviation “Fig. 1,” even at the beginning of a sentence.



Fig. 1. The Envisat spacecraft.

7. ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable.

8. PAGE NUMBERING

On the back of each page, write lightly in pencil your last name and the page number.

9. REFERENCES

Number citations consecutively in square brackets [1]. Refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first....” The title of the book or the journal should be in italics.

9.1 Sample References

1. Johnson N. L. and McKnight D. S., *Artificial Space Debris*, Orbit Book Company, Malabar, Florida, 1991.
2. Grün E., et al. Collisional Balance of the Meteoritic Complex, *ICARUS*, Vol. 62, 244-272, 1985.

10. SUBMITTING THE PAPER

Submit an electronic copy (unlocked pdf or Word 2000 format) to ProbeWS2infor@mail.arc.nasa.gov, using a subject line: PAPER, by August 6, 2004.

Bring your completed camera-ready to the conference and submit it at registration.

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